

Unified IT Website Privacy Policy

Introduction

This Privacy Policy will help you understand what information we collect from you and process from your use of this website, how we intend to use it, and what choices and controls you have with respect to your personal data.

When we refer to “Company” within this Privacy Policy, we are referring to Unified IT Limited of 175 Hoe Street, London, the business which managed and provides this website, and any services or features which are available to you to use from this website.

Data Protection Framework

Company is based within United Kingdom, and as such is registered with the Information Commissioner’s Office as a Data Controller under prevailing data protection legislation. We have also aligned this Privacy Policy with the EU General Data Protection Regulation (GDPR) which came into effect on 25th May 2018.

Company has completed applicable Data Protection Impact Assessments as required by Article 35 of GDPR for all activities related to this website, and these are available upon request from Company’s Data Protection Manager (see Section 11).

1. Customer and Citizen Data

You may decide to send us your personal information via the Company website if you are seeking more information from us, requesting to use our facilities, attend one of our events, or for other similar purposes. Your decision to disclose your personal data to us is entirely voluntary, and by doing so, you are confirming that you provide us with your specific consent to use your personal data only for the limited and specific purposes for which you have disclosed it to us.

Company may access and use your personal data only for the purposes for which you have submitted it to us to (a) provide information to you, (b) make contact with you, (c) provide services to you, or (d) maintain the operations and security of the website and related services which we provide to you.

We will not use your personal information for any other purposes unless we have sought and obtained your specific consent to do so.

We will always handle and store your personal data in accordance with industry best practice aligned with ISO27001, the international standard for information security.

2. Sensitive Personal Data

GDPR specifies a set of personal data categories which are considered to be “sensitive”, and which require special consideration by Data Controllers. This website, and any services which are available from this website, do not knowingly collect or process any sensitive personal data, and supporting Data Protection Impact Assessments are available upon request from our Data Protection Manager (see Section 11).

3. Children’s Personal Data

This website, and any services available from this website, are not directed to children under the age of 13. If you learn that a child under the age of 13 has provided us with their personal information without having parental consent, please contact our Data Protection Manager (see Section 11) immediately so that we can take appropriate action.

4. Customer and Citizen Data Rights

As prescribed within the EU General Data Protection Regulation, you have several rights connected to the provision of your personal data to us using this website. These include your rights to request that we:

- confirm to you what personal data we may hold about you, if any, and for what purposes.
- change or withdraw any consent which you have provided in relation to your personal data (if that is the legal basis for us holding it).
- correct any inaccurate or incomplete personal data we may be holding about you
- provide you with a complete copy of your personal data for you to move elsewhere, under specific circumstances.
- stop our processing of your personal data, whilst a received data processing objection from you is being resolved.
- permanently erase all your personal data promptly, and confirms to you that it has done so (unless there is a valid reason why we are unable to do this).
- To contact Company to exercise your rights, please see Section 11 below.
- If we do not address your data subject request, or we fail to provide you with a valid reason why it is unable to do so, you have the right to contact the Information Commissioner's Office to make a complaint.

They can be contacted via www.ico.org.uk or by telephone on 0303 123 1113.

5. Data Retention

We retain your personal information only as long as necessary to fulfil the purposes for which it was collected, as outlined in this Privacy Policy, or as required by law.

6. Data Security

Company takes the security of your information seriously. We implement industry-standard security measures, including encryption, secure servers, and access controls, to protect your data. However, no method of transmission over the internet is 100% secure, and we cannot guarantee absolute security.

7. International Data Transfers

If you are accessing our services from outside the United Kingdom, please note that your information may be transferred to, stored, and processed in the United Kingdom where our servers are located.

By using our services, you consent to this transfer.

8. Website Cookies

This website uses cookies to record log data. We use both session-based and persistent cookies, dependent upon how you use or interact with this website. By using our website, you agree to our declared use of cookies below.

Cookies are small text files sent by us to your computer, or from your computer or mobile device to us each time you visit our website. They are unique to you or your web browser. Session-based cookies last only while your browser is open and are automatically deleted when you close your browser. Persistent cookies last until you or your browser delete them, or until they expire.

We use cookies which are not specific to your account but are unique and allow us to undertake website analytics and customisation, among other similar things. If you decide to disable some or all cookies, you may not be able to use some of the functions on our website. We may use third-party

cookies, for example Google Analytics, and you may choose to opt-out of third-party cookies from the providers' respective websites.

9. External Links

This website may include relevant hyperlinks to external websites not controlled by Company. Whilst all reasonable care has been exercised in selecting and providing such links, you are advised to exercise caution before clicking on them. We cannot guarantee the continued suitability of external links to content we do not control, nor do we continually verify the safety or security of the destination website. Please be advised that your use of external links is at your own risk and we cannot be responsible for any damages or consequences caused by your use of them.

10. Changes to this Privacy Policy

We may change this Company website Privacy Policy from time to time, and if we do, we will post any changes on this page. If you continue to access this website or use services available from this website after those changes have come into effect, you will have agreed to the revised policy. You are advised to review this Privacy Policy on a regular basis.

11. Contacting Company

If you have any questions about this unified IT website Privacy Policy, would like to exercise any of your data subject statutory rights, or to make a complaint, please write to:

The Data Protection Manager

Tariq Nazir

175 Hoe Street, London

E173AP

0203 745 7550

t.nazir@unifiedit.co.uk

This Privacy Policy is version 1.0, published on 4th Jan, 2024.